Institutional Literacy Mini-Grants
Guidelines for 2009
Applications Due: March 20

- **An institutional library may submit only one application for a mini-grant.**

- **The maximum amount of funding for which institutional libraries may apply is $3,500.**

- **$50,000 of LSTA funds is available for these grants.**

Program Overview

The Indiana State Library will offer grants to institutional libraries in Indiana for the primary purpose of facilitating improved literacy among the individuals they serve. Institutions should meet literacy goals at multiple educational levels (i.e. for new readers, for those preparing to enter the labor market, for those who speak a language other than English, etc), and should request funds for library materials that meet the specific literacy needs of the populations they serve. Institutions should also request materials that are frequently borrowed through inter-library loan.

Desired Outcomes

Projects awarded grant funding must evidence the ability to enhance literacy skills of the population served at multiple educational levels

Eligible Applicants

All 32 institutional libraries in Indiana are eligible to apply. Applications will not be accepted from any academic, public, school, or other special library. The project director, person responsible for managing the project, must have a significant connection to the library. The facility's principal officer or superintendent is responsible for ensuring the cooperation of the fiscal office in completing all financial documents.

Institutional libraries that meet the following criteria are given preference:

- ✓ Have not received a grant in 2007 or 2008
- ✓ Have a proposal to build a collection that directly matches their patrons' current resource needs, as evidenced by ILL requests, in-house requests for materials, and/or other well-documented special needs of the population served.

Guidelines

- Grant funds must be spent between July 1st, 2009 and **April 30th, 2010**

- Grant funds may be spent on literacy based materials (i.e. books, educational software, or cassettes and videos for special need populations)

- Applicants must demonstrate how the materials requested meet the actual literacy needs of the clients they serve. For those using inter-library loan services, these requested materials should reflect current inter-library loan demand.

- Grant recipients **must** submit all reports and meet all other expectations on time to receive reimbursement.

Budget & Funding

Applicants must adhere to all federal guidelines for defining allowable and non-allowable expenses. Funds may only be used for literacy materials for the institution's library. Literacy materials include books, videos and DVDs, educational software, and CDs and cassettes. Applicants should explain how the materials they request meet the literacy needs of the population they serve.

Please refer to the popular title list, posted on the website when determining what items to purchase. This list of titles reflects the most popular institutional inter-library loan requests as well as other recommended materials for institutional libraries.

To Apply
Application Deadline: 4:00 p.m. ET, March 20, 2009

Mail or hand-deliver one original and **seven** copies of your completed application with duplexed pages to:

Marcia-Smith Woodard
Special Services Consultant
Library Development Office (Rm. 413)
Indiana State Library
140 N. Senate Ave.
Indianapolis, IN 46204

All grants must be received by the application deadline to be reviewed. Only mailed and hand delivered applications from eligible institutions will be accepted.

Applications are available on the Indiana State Library's Special and Institutional Libraries website: http://www.in.gov/library/3373.htm.

Special Instructions

The principal officer or superintendent **must submit a letter** along with the application materials detailing his/her involvement in ensuring the overall success of the project and cooperation of the fiscal office in completing all financial documents and reports and in a timely manner.

Application Review Process

Grant applications are reviewed by a panel of outside reviewers and ISL staff. Grant applications are scored in relation to the answers provided in each section of the grant application and the overall quality of the grant proposal. A total of 100 points are possible. The highest scoring projects are recommended

for awards. Should any institutions have equal points, preference goes to institutional libraries that did not receive funding in the previous year.

Applicants are informed of the status of their grant in May. Reviewers may decide to fully fund, partially fund, or not fund any application received. Those who are either not funded or not fully funded can file an appeal to the Indiana Library and Historical Board within 30 days of receiving notice about the reviewers' decision. For more information about this process please see:
http://www.in.gov/library/files/Instructions_for_completing_the_2009_LSTA_grant_application.pdf

Institutional Literacy Timeline

November 24, 2008	Application Session at Fall Workshop in Indianapolis
March 6, 2009	DOC Applications due to DOC
March 20, 2009	All applications due to ISL by 4 p.m. ET
May 2009	All applicants notified about grant status (funded, unfunded)
July 1, 2009	May begin spending money.
September 30, 2009	First Interim Report Due
January 13, 2010	Second Interim Report Due
April 30, 2010	Project Ends – Last day to spend grant monies
May 30, 2010	Last day reimbursement forms approved.
June 1, 2010	Final project and fiscal report due

**Please contact Amy Holliday at (317) 234-6550 or aholliday@library.in.gov (or)
Marcia Smith-Woodard (317) 232-3719 or mwoodard@library.in.gov with any questions.**